

## **Minutes of the Finance Committee**

**Wednesday, December 15, 2010**

Chair Haukohl called the meeting to order at 8:30 a.m.

**Present:** Supervisors Pat Haukohl (Chair), Bill Zaborowski, Jim Heinrich, Pamela Meyer, and Dave Falstad. Heinrich left the meeting at 12:04 p.m. **Absent:** Rob Hutton and Ted Rolfs.

**Also Present:** Chief of Staff Mark Mader, Medical Examiner Dr. Lynda Biedrzycki, Budget Specialist Linda Witkowski, Business Manager Lyndsay Johnson, Inspector Steve Marks, Budget Manager Keith Swartz, Senior Financial Analyst Clara Daniels, Senior Financial Analyst Vince Masterson, Parks & Land Use Director Dale Shaver, Programs and Projects Analyst Rob Dunn, Clerk of Courts Kathy Madden, Budget Manager Bob Snow, Federated Library Director Tom Hennen, CERT Program Manager Linda Botts, COAD Business Manager Kate Pillman, Building Operations Manager Mark Keckeisen, Business Manager Betsy Crosswaite, Health & Human Services Director Peter Schuler, Public Health Manager Dr. Nancy Healy-Haney, Clinical Services Manager Mike DeMares, Accounting Services Manager Cynthia Lilley, Senior Financial Analyst Bill Duckwitz, Collections & Business Services Manager Sean Sander, Senior Financial Analyst Linda Hein, and Legislative Associate Mary Pedersen.

### **Approve Minutes of 11-17-10**

MOTION: Zaborowski moved, second by Heinrich to approve the minutes of November 17, 2010. Motion carried 5-0.

### **Schedule Next Meeting Dates**

- January 5 (tentative)

### **Chair's Executive Committee Report of 12-13-10**

Haukohl highlighted the following items from the last Executive Committee meeting.

- The audit of the County Clerk's elections system was postponed and will be rescheduled for the first meeting in January.
- Heard a report on the Federated Library's CAFÉ system and approved a library-related ordinance.
- Discussed ideas for Wisconsin Counties Association (WCA) conference workshops.
- Approved five appointments.

### **State Legislative Update**

Mader said good committee assignments are anticipated for Waukesha County legislators. Legislative Policy Advisor Sarah Spaeth is monitoring these assignments and will give an update in January.

### **Fund Transfer 10-223000-02: Medical Examiner – Transfer Funds from the Contingency Fund to Operating Expenses**

Biedrzycki distributed information on various statistics on autopsies and workload and noted the office has been extremely busy this year. The fund transfer involves transferring \$55,000 from the

Contingency Fund due to a higher workload than what was anticipated in the 2010 budget. The funds will cover expenses for additional outside purchased contracted services and for additional autopsy services. Biedrzycki indicated she may not need all the funds but could not predict at this time. Also, the office may need to add another position due to the high number of autopsies performed for other counties, more than twice than what was anticipated for Washington County alone.

MOTION: Heinrich moved, second by Falstad to approve Fund Transfer 10-223000-02, Medical Examiner. Motion carried 5-0.

**Ordinance 165-O-076: Authorize The Waukesha County Sheriff's Department To Amend The Existing Contract For Police Services With The Village Of Sussex And The Village Of Merton**

Johnson and Marks explained this ordinance to amend its contract for police services with the Village of Sussex to include an increase from one five-day per week patrol shift to one seven-day per week patrol shift. The ordinance also modifies the contract to allocate two hours a week of the Sussex Lieutenant time to supervisory duties in support of the Village of Merton. The impact of these changes, approximately \$53,700, was planned for and included in the 2011 Sheriff's Department adopted budget.

MOTION: Zaborowski moved, second by Falstad to approve Ordinance 165-O-076. Motion carried 5-0.

**Ordinance 165-O-077: Expenditure Of Seized Funds Amend The 2011 Sheriff's Department Budget For Multiple Purchases**

Johnson and Marks explained this ordinance which authorizes Sheriff's staff to use up to \$21,841 of undesignated seized funds for firearms, cleaning equipment, batons, and handcuffs (\$6,140); Tasers and related equipment (\$4,384); training equipment (\$3,149); investigation supplies and equipment (\$668), and a speed trailer (\$7,500).

This equipment will be purchased from the City of Pewaukee Police Department, due to its dissolution, and will benefit the Sheriff's Department. Marks said Sheriff's staff went through a list of available equipment with the City and we picked what we needed. To answer Heinrich's question, Johnson said price was determined on useful life, etc. and the Purchasing Division was involved in this process. Johnson advised the title of the fiscal note should read "2011" and not "2010."

MOTION: Falstad moved, second by Zaborowski to approve Ordinance 165-O-077. Motion carried 5-0.

**Ordinance 165-O-078: Accept Donated Computer Forensics Equipment From The Greater Milwaukee Foundation**

Johnson explained this ordinance which authorizes the Sheriff's Department to accept the donation of a portable hard drive and associated hardware valued at \$2,674. The equipment will be used to make images of computers without the need to transport them to the computer forensics office. This item will not be included in the Sheriff's replacement plan or replaced with tax levy funds.

Any required maintenance costs are expected to be minimal and will be absorbed within the Sheriff's existing budget.

MOTION: Heinrich moved, second by Falstad to approve Ordinance 165-O-078. Motion carried 5-0.

### **Third Quarter Report on Special Revenue Funds**

Swartz and Daniels discussed their report entitled "9 Months – 2010 Budget Monitoring Summary Report – Special Revenue Fund Operations." Expenditures at nine months were nearly at the same level as 2009: \$50.7 million in 2010 vs. \$50.6 million in 2009. Expenditures were at 66.3% of the 2010 modified budget versus 69.7% of total 2009 actual spending, based on a higher 2010 modified expenditure budget base. Total year 2010 estimated expenditures are \$74.3 million versus the \$76.4 million modified 2010 budget as departments continue to manage their spending to ensure favorable year-end results.

Revenues at nine months were less than 2009 by about \$1.1 million (\$35.1 million versus \$36.2 million) largely due to timing delays in the receipt of the 2010 General Transportation Aid revenues estimated at \$2.9 million, which is partially offset by \$1.9 million of higher revenues for Health & Human Services programs. Revenues were at 67.9% of the 2010 modified budget versus 68.1% of total 2009 actual revenues. Total year 2010 estimated revenues (excluding tax levy and fund balance) are at \$51.7 million versus the \$51.8 million in the 2010 modified budget.

Overall, year-end projections indicate favorable Special Revenue Fund results estimated at almost \$1.9 million. Swartz and Daniels went on to review each of the funds as outlined in the report.

MOTION: Zaborowski moved, second by Meyer to accept the third quarter report on Special Revenue Funds. Motion carried 5-0.

### **Contract Procurement Process for Architectural/Engineering Services for Energy Efficiency Conservation Block Grant Lighting Upgrades**

Keckeisen advised the contract was awarded to Leedy and Petzold Associates, the highest rated proposer, for a total contract cost of \$63,560. The budgeted amount was \$626,000. A total of six vendors submitted proposals for consideration. Haukohl asked why such a high budgeted amount? Keckeisen said this is the full block grant for all construction, installation, etc. projects. Services being considered today total \$63,560. Haukohl felt the budgeted amount for the procurement should be changed to reflect the individual contract award.

MOTION: Heinrich moved, second by Falstad to approve the contract procurement process for architectural/engineering services for Energy Efficiency Conservation Block Grant lighting upgrades. Motion carried 5-0.

### **Fund Transfer 10-240000-01: Emergency Preparedness – Transfer Funds from Operating Expenses and Fixed Assets to Interdepartmental Expenses**

Dunn and Witkowski were present to discuss this fund transfer which involves transferring \$29,748 for maintenance work to move the CAD system from outside contractors to the Land Information Systems Division (about \$15,000), and for set-up/work by Fleet Maintenance on two generators,

trailers, and equipment that had recently been purchased with grant funding (\$14,695). Haukohl advised this should have been divided into two separate fund transfers.

MOTION: Zaborowski moved, second by Meyer to approve Fund Transfer 10-240000-01, Emergency Preparedness. Motion carried 5-0.

**Fund Transfer 10-153-01: Circuit Court Services – Transfer Funds from Personnel Expenses and Interdepartmental Expenses to Operating Expenses**

Snow and Madden discussed this fund transfer which involves transferring \$60,000. Projected operating costs to year-end will exceed current funds budgeted for court appointed attorneys in the Criminal Division and for statutorily required guardian ad litem in the Family Division. These issues were anticipated and the department began taking corrective action early in 2010 to attempt to cover these rising costs from funds within its budget appropriation.

MOTION: Falstad moved, second by Heinrich to approve Fund Transfer 10-153-01, Circuit Court Services. Motion carried 5-0.

**Ordinance 165-O-073: Approve Contract For Waukesha County Federated Library System To Provide Shared Continuing Education With Milwaukee County Federated Library System**

Hennen explained this ordinance which authorizes the Waukesha Federated Library System (WCFLS) to contract with the Milwaukee County Federated Library System (MCFLS) for WCFLS to administer a continuing education program for the staff of both library systems in 2011.

Previously, an outside organization provided this service although Hennen believes this new arrangement will be more cost effective and of high quality. In addition, the outside organization most likely will not be viable next year. The contract is for one calendar year and both systems need to mutually agree to extend, amend, or terminate this agreement annually. MCFLS will contribute \$7,000 towards the program and Hennen estimates WCFLS's contribution will be about \$3,100, versus the \$5,100 included in the 2011 adopted budget for an estimated savings of \$2,000.

Haukohl advised of a minor amendment on line 26, to be made on the board floor, to clarify that the "2011" budget is being amended.

MOTION: Heinrich moved, second by Meyer to approve Ordinance 165-O-073. Motion carried 5-0.

**Ordinance 165-O-074: Accept Homeland Security-Urban Area Security Initiative FY2008 Program Funding And Modify The Emergency Preparedness 2011 Budget To Appropriate Grant Revenues And Expenditures For Medical Reserve Corps Mini-Conference**

Botts and Pillman explained this ordinance which involves accepting a \$3,250 federal grant to support the County's participation in the Milwaukee Urban Area Security Initiative (UASI). The purpose of UASI is to enhance capabilities and prevent, respond to, recover from and mitigate against all-hazard emergency and disaster situations. The grant will be used to provide regional training for members of a Medical Reserve Corps (MRC) who volunteer in the Citizens and Organizations Active in Disaster (COAD) organization. This includes instructor fees and class materials and instructors' lodging, meals, and mileage.

To answer Haukohl's question, Botts advised approximately 230 people have gone through the CERT Program. They have done community-based classes, citizen academy classes, neighborhood watch classes, and classes for businesses such as GE and Quad/Graphics. Next year, they plan to give refresher training to graduates and instructors. These individuals are not certified, per se, however, they are trained members who become part of their volunteer workforce. Also next year, mission specific teams will be developed to assist with different types of disasters and be ready when and if needed. In between disasters, these individuals are active year-round and do a lot of safety outreach for the Emergency Preparedness Department. Haukohl felt it would be beneficial to publicize what these trained instructors do.

To answer Meyer's question, Botts said COAD is a non-profit 501(c)(3) organization that oversees these two programs. Their staff work with the different municipalities and response agencies to collect and disseminate information. Basically, they are a resource agency. The MRC is one of the volunteer programs which specifically focuses on assisting public health during times of emergency and non-emergency. This unit covers six counties including Waukesha County and includes both medical and non-medical volunteers who directly support public health and provide administrative support. The majority of the funding for the Reserve is UASI funding. Pillman advised they will focus on garnering additional funding in coming years, primarily from the private sector since public sector funding has diminished.

MOTION: Falstad moved, second by Zaborowski to approve Ordinance 165-O-074. Motion carried 5-0.

**Ordinance 165-O-075: Accept Homeland Security-Urban Area Security Initiative FY2008 Program Funding And Modify The Emergency Preparedness 2011 Budget To Appropriate Grant Revenues And Expenditures For CERT Refresher And Train-The-Trainer Training**

Botts and Pillman discussed this ordinance which involves accepting a \$7,040 federal grant to support the County's participation in the Milwaukee Urban Area Security Initiative (UASI). The funds will be used to provide for an instructor and volunteer refresher training to ensure that current volunteers are prepared to respond during disasters. This includes instructor fees, class materials, instructors' lodging, meals, and mileage.

Botts went on to discuss the types of individuals who take advantage of these classes and that many eventually become volunteers. Haukohl asked how these classes are advertised. Botts replied advertising has been done through the County, CERT members, their website, police department channels, etc. Staff went on to discuss costs-per-student.

MOTION: Zaborowski moved, second by Heinrich to approve Ordinance 165-O-075. Motion carried 5-0.

**Fund Transfer 10-401750-01: Public Works – Transfer Funds from Operating Expenses to Interdepartmental Charges**

Keckeisen and Crosswaite discussed this fund transfer as outlined which involves transferring \$25,000 to address the unbudgeted costs of generator maintenance taken over by Central Fleet staff. Central Fleet is now providing maintenance to all County generators. In the past, these services were provided by an outside vendor. This change is reflected in the 2011 adopted budget. In addition, the Fleet staff has provided labor services related to a fire pump replacement at the UW-

Waukesha facility (at a cost of approximately \$19,000) as well as providing services for the replacement generator at Northview. These expenses were not anticipated in the interdepartmental budget for 2010.

MOTION: Falstad moved, second by Heinrich to approve Fund Transfer 10-4017500-01, Public Works. Motion carried 5-0.

**Fund Transfer 10-363150-01: Public Health – Transfer Funds from Operating Expenses to Fixed Assets**

Lilley, Healy-Haney, and Schuler were present to discuss this fund transfer as outlined which involves transferring \$7,300 for the Sexually Transmitted Infection (STI) Program to purchase an advanced microscope capable of quickly screening client samples for certain STI's. Currently, specimens are sent to a state laboratory with results returning anywhere from 10 days to 12 weeks. Early treatment helps prevent the spread of infection in the community. Among pregnant women, it helps prevent premature births and birth defects therefore, helping to avoid and prevent deep-end and long-term costs to taxpayers.

MOTION: Falstad moved, second by Heinrich to approve Fund Transfer 10-363150-01, Public Health. Motion carried 5-0.

**Fund Transfer 10-368740-01: Mental Health Center – Transfer Funds from Personnel Expenses (Human Services Fund) to Personnel Expenses (Mental Health Center Fund)**

DeMares, Lilley, and Schuler were present to discuss this fund transfer as outlined which involves transferring \$81,000 to cover the cost of 0.35 FTE of a psychiatrist that was reassigned from the Mental Health Outpatient and Support Services Program to work in the Mental Health Center. One of the contracted doctors assigned by the Center had accepted a County position as Chief Psychiatrist. This left the contracted doctor position vacant and this position was only filled in October, 2010. Therefore, it was necessary to reassign a psychiatrist from the Outpatient Clinic to cover this vacant position at the Center.

MOTION: Falstad moved, second by Heinrich to approve Fund Transfer 10-368740-01, Mental Health Center. Motion carried 5-0.

**Fund Transfer 10-368740-02: Mental Health Center – Transfer Funds from Operating Expenses to Personnel Expenses**

DeMares said this fund transfer involves transferring \$73,000 to help cover the estimated above-budget temporary extra help and related benefit costs. This is mainly due to staffing coverage needed at this 24-hour facility for unanticipated employee medical and worker's compensation leave, due to the handling of volatile patients, and for coverage during new employee training.

MOTION: Heinrich moved, second by Falstad to approve Fund Transfer 10-358740-02, Mental Health Center. Motion carried 5-0.

**Third Quarter Report on Proprietary Funds**

Sander and Hein were present to discuss third quarter report on the County's various enterprise and internal service funds. Those funds that showed a net income were the Naga-Waukee Golf Course (\$382,201); Materials Recycling (\$1,404,711); Airport (\$101,874); Radio Services (\$202,422); and

Communications (\$81,344). Those funds that showed a net income loss were the Wanaki Golf Course (-\$156,024); Moor Downs Golf Course (-\$85,137); Naga-Waukees Ice Arena (-\$28,331); Eble Park Ice Arena (-\$27,316); Vehicle/Equipment Replacement (-\$61,476); Central Fleet (-\$33,350); Records Management (-\$63,308); Risk Management/Workers Compensation (-\$109,411); Collections (-\$125,966); End User Technology (-\$105,647); and Health & Dental Insurance (-\$158,454).

MOTION: Heinrich moved, second by Falstad to accept the third quarter report on Proprietary Funds. Motion carried 5-0.

The committee recessed at 12:04 p.m. and reconvened at 1:04 p.m. Heinrich left at 12:04 p.m. for the remainder of the meeting.

### **Closed Session**

MOTION: Meyer moved, second by Falstad to go into closed session at 1:04 p.m. in accordance with Section 19.85(1)(g), Wis. Stats. for the purpose of conferring with legal counsel concerning strategy to be adopted in litigation in two cases in which the County is involved: (1) Todd Heath v. Telcore Holdings USA, Inc. and Waukesha County, and (2) In re the Acquisition of Property Easements from James and Ellen Bartlett, Nerl G. Evans and Mary Jo Evans, Daniel A. Kobleska and Deborah A. Kobleska, Joseph Metzenheim, and George D. Siegle, Jr. and Florenceann M. Siegle v. Waukesha County Department of Public Works, et al. Motion carried 4-0.

MOTION: Meyer moved, second by Falstad to return to open session at 2:16 p.m. Motion carried 4-0.

The Finance Committee returned to open session immediately following closed session for the purpose of considering: (1) Authorization to Enter into a Compromise Settlement Agreement in Civil Case Entitled "Todd Heath v. Telcore Holdings USA, Inc. and Waukesha County," and (2) Authorization to Enter into a Compromise Settlement Agreement in Civil Case Entitled "In re the Acquisition of Property Easements from James and Ellen Bartlett, Nerl G. Evans and Mary Jo Evans, Daniel A. Kobleska and Deborah A. Kobleska, Joseph Metzenheim, and George D. Siegle, Jr. and Florenceann M. Siegle v. Waukesha County, et al."

MOTION: Falstad moved, second by Zaborowski to enter into a compromise settlement agreement in the civil case of Todd Heath v. Telcore Holdings, USA, Inc. and Waukesha County and authorize the payment of \$4,000. Motion carried 4-0.

MOTION: Meyer moved, second by Zaborowski to enter into a compromise settlement agreement to settle the lawsuit with James Bartlett and Ellen Bartlett by paying them the additional amount of \$9,100 and paying their portion of the mediation fees of \$727.75. Motion carried 4-0.

MOTION: Zaborowski moved, second by Falstad to enter into a compromise settlement agreement to settle the lawsuit with Nerl G. Evans and Mary Jo Evans by paying them the additional amount of \$2,000 and paying their portion of the mediation fees of \$727.75. Motion carried 4-0.

MOTION: Falstad moved, second by Zaborowski to enter into a compromise settlement agreement to settle the lawsuit with Daniel A. Kobleska and Deborah A. Kobleska by paying them the

additional amount of \$1,500 and paying their portion of the mediation fees of \$727.75. Motion carried 4-0.

MOTION: Meyer moved, second by Falstad to enter into a compromise settlement agreement to settle the lawsuit with Joseph Metzenheim by paying him the additional amount of \$9,100 and paying their portion of the mediation fees of \$727.75. Motion carried 4-0.

MOTION: Zaborowski moved, second by Falstad to enter into a compromise settlement agreement to settle the lawsuit with George D. Siegle, Jr. and Florenceann M. Siegle by paying them the additional amount of \$5,650 and paying their portion of the mediation fees of \$727.75. Motion carried 4-0.

MOTION: Meyer moved, second by Zaborowski to adjourn at 2:24 p.m. Motion carried 4-0.

Respectfully submitted,

Pamela Meyer  
Secretary